IQAC Report 2018 - 2019

Committee Members:	
Dr. (Sr.) Ananda Amritmahal	Principal (Chairperson, IQAC)
Ms. Gilda Pereira	Vice Principal (Arts)
Dr. Yasmin Khan	Vice Principal (Science)
Sr. Annie Peter	Vice Principal (Junior College)
Mrs. Sheila Master	Ex-Student Consultant, IQAC
Dr. Anagha Tendulkar	Coordinator, IQAC
Dr. Roshan D'Souza	Faculty Member
Ms. Jennie Mendes	Faculty Member
Mrs. Boskey Martis	Representative of Office Staff
Mr. Ramesh Ramane	Representative of other non-teaching Staff
Ms. Rajni Desai	Ex-Student
Mrs. Nevah D'Mello	Ex-Student
Sr. Teresa Pereira	Management Representative
Ms. Naomi Viegas	Student Body President
Ms. Kirti Borkar	Cultural Secretary

Sub Committee Members:	
Dr. Anagha Tendulkar	Coordinator, IQAC
Dr. T.C. Roymon	Arts
Ms. Tanaz Asha	Science
Mr. Vijay Vig	Science

FEEDBACK

The entry and exit point feedback were administered for all classes using the mobile app Campus by, as per the following schedule:

- FY Entry Point
- FY SY Exit
- TYBA Exit - 18th January 2019 – 23rd January 2019
- TYBSc, IT, BMM - 5th March 2019 – 9th March 2019
- TAQ - 12th March 2019 – 16th March 2019 (For all BA, BSc., IT, & BMM students using the format provided by NAAC).

The quantitative analysis was provided by the app and a qualitative analysis was arrived at. The MSc. – I & II feedback was administered manually by the Chemistry, Life Science, Biochemistry and Microbiology departments.
A quantitative analysis was arrived at and student's statements about their respective departments was shared with the departments concerned. A feedback from the departments regarding action taken was also received.

NIRF REPORT

The cell also helped in collecting data and submitting the NIRF Report. Quarries raised by them were also answered.
The India Today questionnaire for Arts and Science was filled and submitted.

WEBSITE

The website was updated to incorporate the changes brought about after the college became autonomous.

MIS

MIS Meetings were scheduled with technical staff of Master Software, after the college opted for their cloud based MIS programme. The first meeting was held with the committee and the working of the module was explained. Training was given to the office staff incharge of examination. Meetings were held to familiarize the staff with the online admission and online fee payment.

SEMINARS & WORKSHOP

Meetings were held with the IQAC Sub Committee to organize workshops and seminars.

- 14th August 2018
- 22nd August 2018
- 20th September 2018
- 30th September 2018
- 22nd October 2018
- 3rd November 2018
- 27th November 2018
- 5th December 2018
- 14th December 2018
- 10th January 2019

The following events were organized:

- **Staff Enrichment Programme** - On **13th October 2018** - **Staff enrichment programme**. Resource Person **Mr. Johnson.**

Mr. Johnson George is a consultant at Ex Sys. The workshop was on "Strategic Planning" and Mr. George stressed on the importance of strategizing and the principles of long and short term planning. It was important for an institution to give a voice of all stakeholders, encourage research, ideas generation, innovation and empower departments. It was imperative to link the values the college upholds with its vision and mission stress was also laid on rewarding, encouraging and praising performers. Lastly a reviewing mechanism should be put in place and the performance of the institution should be analysed.

The second half of the session explained the need for making students industry ready. A feedback from industries is needed as then one can train then accordingly. All stakeholders should be involved in strategic planning. The PESTLE (Political, Economic, Social, Technological, Legal and Environmental) and SWOT analysis was carried. Teachers were divided into 4 groups to identify the strengths, weaknesses opportunities and threats the college faces.

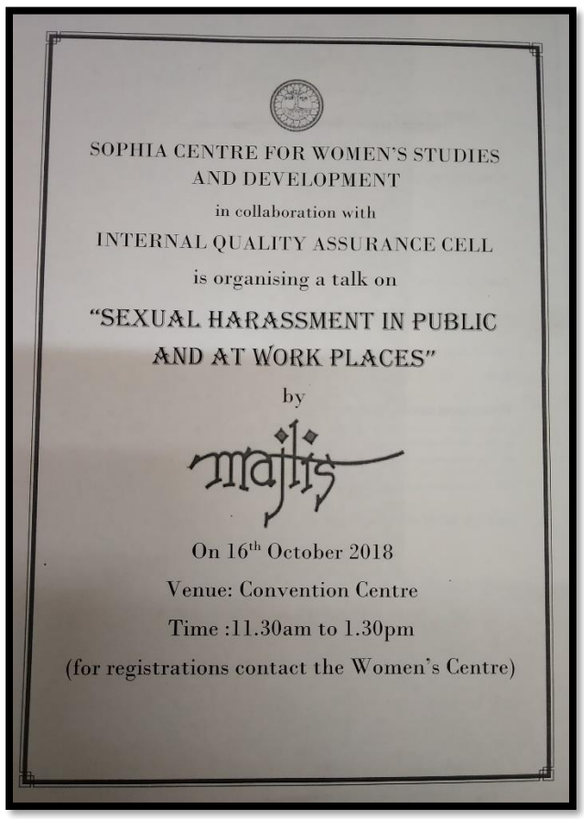
The results were linked by Mr. George to the strategic planning process Strategic considerations as explained by Mr. George should involve the collection and analysis of relevant data and information pertaining to all that is part of the strategic planning process, the SWOT analysis and PESTLE analysis. Thus according to him the strategic objectives would have to be, Financial metric, Customer Metric, Internal Process metric, Learning and growth metric and the process of evaluation metric.

The Principal, Sr. Ananda reminded the teachers that to achieve the mission of strategic objective of the institution, self-introspection by faculty members was extremely important so as to put in place programmes for learning at the end of the semester.

In conclusion Mr. George suggested that institutions should have a leader leading from the back, in other words, what was suggested was to have a leadershipsystem which would be non-hierarchical.

SOPHIA COLLEGE (AUTONOMOUS) MUMBAI-400 026

♠ **16th October 2018** a talk for students on "**Women & Sexual Harassment in public at the work place**" by **Ms. Audrey D'Mello** in collaboration with **Majlis.**


SOPHIA CENTRE FOR WOMEN'S STUDIES
AND DEVELOPMENT
in collaboration with
INTERNAL QUALITY ASSURANCE CELL
is organising a talk on
"SEXUAL HARASSMENT IN PUBLIC
AND AT WORK PLACES"
by
majlis
On 16th October 2018
Venue: Convention Centre
Time :11.30am to 1.30pm
(for registrations contact the Women's Centre)

♠ **National Workshop** on **Revised PBAS Proforma** Form and API Calculation under CAS and on MOOCs. The workshop was held on 25th January 2019 for degree college teachers. Local, in-house and teachers from out of the city attended the workshop.

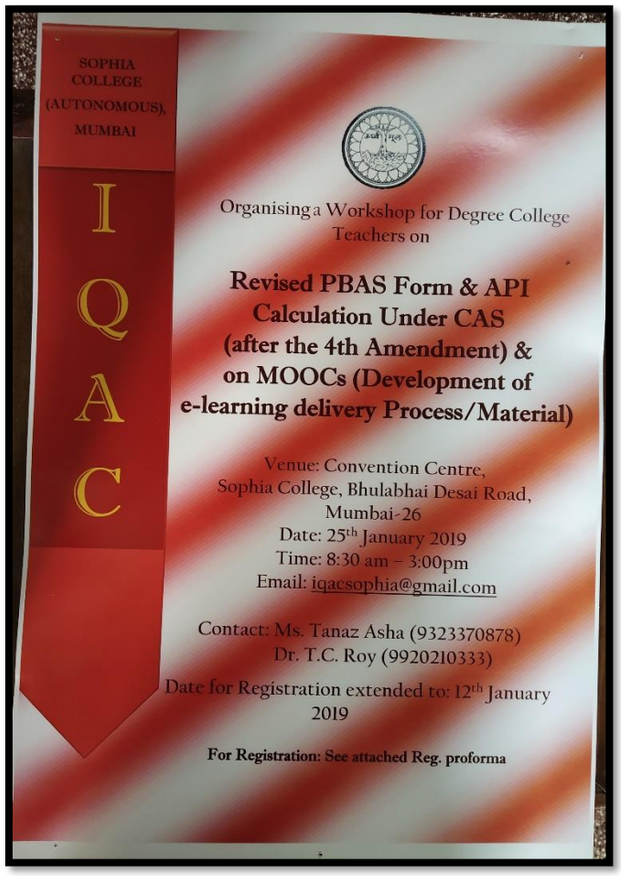
The resource person for the first session on Revised PBAS form and API calculation under CAS, was **Mr. Sunil Mantri**, Director Professional, Higher and Technical Education. Mr. Mantri explained the amendments in the CAS and revised PBAS form. He gave a detailed comparison of the previous rules and the new ones which have been implemented after the 4th amendment. He discussed the activities and calculations for all the categories, Teaching Learning and Evaluation, Cocurricular and extension activities and Research. He answered quarries and shared all circulars and forms, via email, with all the participants.

The second resource person **Mr. Abhishek Kumar**, spoke on MOOCs, the development of e-learning material. He emphasized the need for e-learning and ICT based learning over

and above the conventional and traditional methods. He concentrated on how to develop MOOCs and discussed the following:

* Development of e-text.
* Guidelines for recording of videos.
* Guidelines to avoid plagiarism.
* Guidelines for uploading the content on the SWAYAM portal.

He also spoke about the API scours for the developing e-learning material and processing under CAS. He answered quarries and shared circulars and workshop material with the participants.



ADDITIONAL ACTIVITIES

The coordinator Dr. Anagha Tendulkar helped in revising the constitution of the College Union Committee (CUC). She assisted in all RUSA related work, and helped in the digital launch of E-Cell.
Donations for Flag Day was also collected.

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Dr. (Sr) Ananda Amritmahal
Chairperson, IQAC
Principal, Sophia College Autonomous